

Architectural Review Board
 Sunset Bay Townhomes Homeowners Association
 Communities First Association Management
 Phone: 813.333.1047 email: info@cfirstam.com

To provide and protect each homeowner's rights and property values, it is required that any homeowner considering improvements to their property, submit an architectural improvement application to the Architectural Review Board **a minimum of 90 days prior** to initiating work on the planned improvements and receive an approval to commence the improvement. The ARB will make every effort to respond within 30 days, but it could take longer depending on the timing of the receipt of the request, the next meeting date of the ARB, and requests for additional information.

Please email your completed request to our management company at info@cfirstam.com

DATE		HOMEOWNER NAME(S)	
PREFERRED PHONE #			
MAILING ADDRESS			
UNIT ADDRESS			
E-MAIL ADDRESS			

DESCRIPTION OF PROPOSED IMPROVEMENT/CHANGE

Name, Phone Number and License Number of Contractor Performing Work:

Vendor must be insured for General Liability and Workers Compensation

Please submit a sketch of the proposed project. Please also submit any inspiration photo(s), catalog pages, color samples, material sample(s) or description and any other information that you believe would aid the ARB in finding favor with your application.

I(we), the undersigned, understand that the Architectural Review Board (ARB) will review this request. I also understand that if further information is needed for the ARB to make a valid judgement, I(we) may be asked to resubmit an application with the needed information. I agree that I(we) will not begin the proposed improvements(s) until I(we) have been notified in writing from the ARB with their approval.

SIGNATURE(S)	

** ARB use only**

Date Received	
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Action of the ARB:	Approved:		Denied:		More info needed:	
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Comments:	